

DEPARTMENT OF SOCIAL SERVICES

December 20, 1999

COUNTY FISCAL LETTER (CFL) 99/00-44

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITORS CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
CLAIM (CEC) FOR THE OCTOBER – DECEMBER 1999 QUARTER
CLAIMING INSTRUCTIONS

This CFL provides CEC claiming instructions for the October – December 1999 quarter and includes information pertaining to the following program areas:

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I. SOCIAL SERVICES	

A. EA – CWS

As outlined in CFL No. 97/98-26, dated October 15, 1997, the funding shifted from TANF to State General Fund (SGF), in order to help meet the State TANF Maintenance of Effort (MOE). However, in the Final TANF Rules ACF-PA-99-2 that were issued on April 12, 1999, States were informed that the former EA-CWS expenditures could no longer be counted towards the State MOE.

Effective October 1, 1999, the Final TANF Rules clarified that EA-CWS program does not meet the criteria necessary to be counted towards TANF MOE. Therefore, the entire SGF portion of EA-CWS will be shifted to TANF for the program codes listed below. The county share will remain the same.

<u>PCDs</u>	<u>Sharing Ratios</u> <u>Federal/State/Health/County</u>
106	85/00/0/15
107	50/00/0/50
134	85/00/0/15
136	50/00/0/50
513	85/00/0/15
520	85/00/0/15
531	85/00/0/15

B. CWS – Emergency Hotline Response

As outlined in CFL No. 99/00-29, dated September 21, 1999, effective with the December 1999 quarter, the following Program Identifier Number (PIN) has been established for PC 170, CWS – Emergency Hotline Response. The sharing ratio for PC 170 is 50/35/0/15 (Federal/State/Health/County):

170001 Emergency Hotline

C. Federal – Nonfederal Persons Ratio

This is a reminder that counties are required to list a federal-nonfederal person's count (see CFL No. 92/93-16 dated October 1, 1992). Counties have asked whether Title IV-A Emergency Assistance (EA) eligible cases should be included in the ratio. CFL No. 93/94-35 dated, March 11, 1994, states that EA children must be included when calculating the ratio. In the above referenced CFL, CWD's are instructed to count Title IV-E eligible cases as federal and all other non-IV-E cases as non-federal for the purposes of calculating the ratio.

D. FPSP

As outlined in All County Letter No. 99-19, dated April 9, 1999, and CFL Nos. 99/00-29, dated September 21, 1999 and 99/00-30, dated September 22, 1999, two new components, Time-Limited Family Reunification (FR) and Adoptions

Promotion and Support (APS), have been added to the FPSP program. Counties were informed that 10 percent of the FPSP allocation should be spent on the Time-Limited FR component and 10 percent on the APS component. In order to appropriately track the FPSP expenditures for federal reporting purposes, effective in the December 1999 quarter, the PCs and PINs listed below have been established for the two new components.

675 FPSP Adoptions Promotion and Support
675160 Direct Service Delivery
675131 Contracted Services
675168 Direct Costs
375188 – 94 Support Operating Direct Charge Costs

676 FPSP Time-Limited Family Reunification
676160 Direct Service Delivery
676131 Contracted Services
676168 Direct Costs
676188 – 97 Support Operating Direct Charge Costs

II. CalWORKs FUNCTION

A. Federal Reporting Requirements

Based on the Final TANF regulations, counties must now report expenditures as either assistance or non-assistance. The key factor to distinguish the expenditure is whether or not the recipients are employed. For those recipients that are employed, the supportive services payments are “non-assistance.” For those recipients who are not employed, the supportive service payments are “assistance”. Assistance and non-assistance are defined in 45 Code of Federal Regulations (CFR) Part 260, Final TANF Regulations.

The reporting categories now include child care, other supportive services, other work related activities/expenses, work subsidies, education, transportation, diversion payments, prevention of out-of-wedlock pregnancies and two-parent family formation and maintenance.

Assistance – Includes cash payments, vouchers, and other forms of benefits which are designed to meet a family’s ongoing need (i.e. food, clothing, shelter, utilities, household goods, personal care items and

general incidental expenses) when these benefits are:

- Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and
- Conditioned on participation in work experience or community service (or any other work activity under 45 CFR 261.30).
- It also includes supportive services such as transportation and childcare provided to families who are not employed unless excluded below.

Non-Assistance - Includes benefits when they are non-recurrent, short-termed benefits that:

- Are designed to deal with a specific crises or episode of need.
- Will not extend beyond four (4) months.
- Work subsidies (i.e. payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training).
- Supportive services such as child care and transportation to families that are employed.
- Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support, and
- Transportation benefits provided under a Job Access or Reverse Commute project to an individual who is not otherwise receiving assistance.

A fiscal workgroup comprised of staff representing the County Welfare Departments (CWD) and the California Department of Social Services (CDSS) met to develop recommendations regarding the claiming impact under the new Federal reporting requirements. Based on the recommendations of the workgroup and the new federal reporting requirements, the CalWORKs and Child Care program categories have been restructured to report expenditures by assistance and non-assistance. The direct cost PINs will identify those supportive services that are considered by definition, assistance vs. non-assistance.

B. CalWORKs Transitional Services

Effective with the December 1999 quarter, the direct cost PINs for PC 631 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with providing transitional services to either former Aid to Families with Dependant Children (AFDC)/CalWORKs recipients who are employed and have received aid within the previous CalWORKs 12 months, or on-the-job training participants deemed ineligible for receiving CalWORKs benefits due to earned income, amount of hours worked, or loss of income disregards. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been established for PC 631:

New PINs

- | | |
|--------|---|
| 631016 | Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; General Education Diploma (GED); and English as a Second Language (ESL) classes (e.g., books, fees, etc.) for employed eligible participants. |
| 631028 | Work Activities/Expenses (Non-Assistance) costs for work-related |

expenses such as costs for work clothes and equipment for employed eligible participants.
631032 Contracted (Non-Assistance) Services
631060 Direct Service Delivery
631097 Transportation (Non-Assistance) costs for employed eligible participants.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

631057 Separate Service Center
631088-94 Support Operating Direct Charge Costs

Prior PIN Deleted:

The following PIN has been deleted with the 12/99 quarter.

631068 Direct Costs

C. CalWORKs Transitional – Nonfederal

Effective with the December 1999 quarter, the direct cost PINs for PC 648 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the CalWORKs Transitional-Nonfederal program. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County). The following direct cost PINs have been established for PC 648:

New PINs

648016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc.) employed eligible participants.
648028 Work Activities/Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
648032 Contracted (Non-assistance) Services
648060 Direct Service Delivery
648097 Transportation (Non-Assistance) costs for employed eligible participants.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

648057 Separate Service Center
648088 - 94 Support Operating Direct Charge Costs

Prior PINs Deleted:

The following PIN has been deleted with the 12/99 quarter.

648068 Direct Costs

D. Cal-Learn Support Services

Effective with the December 1999 quarter, the direct cost PINs for PC 432 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the Cal-Learn Teen Parent program. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 432:

New PINs

432003	Transportation (Assistance) costs for unemployed eligible participants.
432097	Transportation (Non-Assistance) costs for employed eligible participants.
432016	Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
432028	Work Activities/Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
432029	Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other supports provided as a
	nonrecurring, short-term benefit.
432034	Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.

E. Cal-Learn Support Services-Nonfederal

Effective with the December 1999 quarter, the direct cost PINs for PC 649 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the Cal-Learn Support Services-Nonfederal program. The sharing ratio for this program is 0/100/0/0

(Federal/State/Health/County). The following direct cost PINs have been established for PC 649:

New PINs

- 649003 Transportation (Assistance) costs for unemployed eligible participants.
- 649097 Transportation (Non-Assistance) costs for employed eligible participants.
- 649016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 649028 Work Activities/Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 649029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other supports provided as a nonrecurring, short-term benefit.
- 649034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

649088 - 94 Support Operating Direct Charge Costs

F. WtW Nonfederal

Effective with the December 1999 quarter, the direct costs PINs for PC 451 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the Nonfederal WtW

Program. This program has been expanded to capture costs associated with WtW services provided on behalf of Two-Parent Families Program participants for the December 1999 quarter only. Effective with the March 2000 quarter, separate program codes for the Two-Parent Families WtW activities will be established. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 451:

New PINs

- 451003 Transportation (Assistance) costs for unemployed eligible participants.

- 451097 Transportation (Non-Assistance) costs for employed eligible participants.
- 451016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 451028 Work Activities/Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 451029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 451031 Contracted (Assistance) Services.
- 451032 Contracted (Non-assistance) Services
- 451060 Direct Service Delivery
- 451034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

- 451057 Separate Service Center
- 451088 - 94 Support Operating Direct Charge Costs

Deleted PINs

The following PIN has been deleted with the 1/99 quarter.

451068 Direct Costs

G. WtW Pre-assessment

Effective with the December 1999 quarter, the direct cost PINs for PC 620 will capture costs based on the final TANF regulations and new reporting requirements for the supportive services costs associated with the WtW General participants. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 620:

New PINs

- 620003 Transportation (Assistance) costs for unemployed eligible participants.
- 620097 Transportation (Non-Assistance) costs for employed eligible

- participants.
- 620016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
 - 620028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
 - 620029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other supports provided as a nonrecurring, short-term benefit.
 - 620031 Contracted (Assistance) Services.
 - 620032 Contracted (Non-assistance) Services.
 - 620060 Direct Service Delivery.
 - 620034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
 - 620098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

- 620057 Separate Service Center.
- 620088 - 94 Support Operating Direct Charge Costs.

H. WtW Post Assessment

Effective with the December 1999 quarter, the direct cost PINs for PC 621 will capture costs based on the final TANF regulations and new reporting requirements for supportive services costs associated with the WtW General participants. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 621:

New PINs

- 621003 Transportation (Assistance) costs for unemployed eligible participants.
- 621097 Transportation (Non-Assistance) costs for employed eligible participants.
- 621016 Ancillary-Education (Non-Assistance) costs related to educational

activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.

- 621028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 621029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 621031 Contracted (Assistance) Services.
- 621032 Contracted (Non-assistance) Services.
- 621060 Direct Service Delivery.
- 621034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 621098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

- 621057 Separate Service Center.
- 621088 – 94 Support Operating Direct Charge Costs.

I. WtW Post Assessment: Other

Effective with the December 1999 quarter, the direct cost PINs for PC 622 will capture costs based on the final TANF regulations and new reporting responsibilities for supportive services costs associated with the WtW General participants. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 622:

New PINs

- 622003 Transportation (Assistance) costs for unemployed eligible participants.
- 622097 Transportation (Non-Assistance) costs for employed eligible participants.
- 622016 Ancillary-Education (Non-Assistance) costs related to educational

activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.

- 622028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 622029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 622031 Contracted (Assistance) Services.
- 622032 Contracted (Non-assistance) Services.
- 622060 Direct Service Delivery.
- 622034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 622098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

- 622057 Separate Service Center.
- 622088- 94 Support Operating Direct Charge Costs.

J. WtW Post Assessment: Vocational Education

Effective with the December 1999 quarter, the direct cost PINs for PC 623 will capture costs based on the final TANF regulations and new reporting responsibilities for supportive services costs associated with the WtW General participants. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 623:

New PINs

- 623003 Transportation (Assistance) costs for unemployed eligible participants.
- 623097 Transportation (Non-Assistance) costs for employed eligible participants.
- 623016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education;

- GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 623028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 623029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 623031 Contracted (Assistance) Services.
- 623032 Contracted (Non-assistance) Services.
- 623060 Direct Service Delivery.
- 623034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 623098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

- 623057 Separate Service Center.
- 623088 – 94 Support Operating Direct Charge Costs.

K. WtW Assessment

Effective with the December 1999 quarter, the direct cost PINs for PC 624 will capture costs based on the final TANF regulations and new reporting responsibilities for supportive services costs associated with the WtW General participants. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 624:

New PINs

- 624003 Transportation (Assistance) costs for unemployed eligible participants.
- 624097 Transportation (Non-Assistance) costs for employed eligible participants.
- 624016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational

- education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 624028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 624029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 624031 Contracted (Assistance) Services.
- 624032 Contracted (Non-assistance) Services.
- 624060 Direct Service Delivery.
- 624034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 624098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

- 624057 Separate Service Center.
624088 – 94 Support Operating Direct Charge Costs.

L. WtW General

Effective with the December 1999 quarter, the direct cost PINs for PC 633 will capture costs based on the final TANF regulations and new reporting requirements for supportive services costs associated with the WtW General participants. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 633:

New PINs

- 633003 Transportation (Assistance) costs for unemployed eligible participants.
- 633097 Transportation (Non-Assistance) costs for employed eligible participants.
- 633016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education;

- GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 633028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 633029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 633031 Contracted (Assistance) Services.
- 633032 Contracted (Non-assistance) Services.
- 633060 Direct Service Delivery.
- 633034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 633098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

- 633057 Separate Service Center.
- 633088 – 94 Support Operating Direct Charge Costs.

M. Initial Eligibility Determination for CalWORKs, Food Stamps, and Medi-Cal Programs

Effective with the December 1999 quarter, the following PINs have been established for PC 615 – Initial Eligibility Determination for CalWORKs, Food Stamps, and Medi-Cal programs:

- 615014 Medical Exams
- 615080 Evaluations

N. CalWORKs Case Management

Effective with the December 1999 quarter, the following PINs have been established for PC 663 – CalWORKs Case Management:

- 663088 – 94 Support Operating Direct Charge Costs

O. CalWORKs Substance Abuse Treatment – Federal

As outlined in CFL No. 97/98-52, dated March 5, 1998, PC 627, Substance Abuse Treatment – Federal, was established for reporting costs of specific substance abuse treatment services to assist CalWORKs recipients in removing existing employment barriers. Funding was provided through the Substance Abuse Prevention and Treatment block grant via an interagency agreement with the California Department of Alcohol and Drug Programs. The interagency agreement was not in the FY 99/00 State Budget; therefore, the related Program Codes are being **deleted** retroactive to July 1, 1999 as follows:

<u>Deleted</u>	
PC 627	Substance Abuse Treatment – Federal.
PIN 627031	Contract Services.
PC 636	SUO – Substance Abuse Treatment – Federal.

Costs previously funded through PC 627 were non-medical substance abuse treatment services. These costs may be claimed to the State Program, PC 628, CalWORKs Substance Abuse Treatment. The CDSS

will shift any costs reported to PC 627 in the September 1999 quarter to PC 628 for funding.

P. Non-Custodial Parent (NCP) Employment/Training Demonstration Project

Effective with the December 1999 quarter, the direct cost PINs for PC 629 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the NCP Employment/Training Demonstration project. The sharing ratio for this demonstration project is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been established or renamed for demonstration project PC 629:

<u>New Pins</u>	
629003	Transportation (Assistance) costs for unemployed participants.
629097	Transportation (Non-Assistance) costs for employed eligible participants.
629016	Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
629028	Work Activities/Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
629029	Other Supportive Services (Assistance) costs for participants that are not employed, but need supportive services to participate in other work activities such as job search, community services,

education, or training. Do not include transportation, child care, or other supports provided as a nonrecurring, short-term benefit.

629031	Contracted (Assistance) Services
629032	Contracted (Non-assistance) Services
629060	Direct Service Delivery
629098	Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service or work experience activities that are within the definition of assistance.

Prior PIN Deleted:

The following PIN has been deleted with the 12/99 quarter.

629029	Support Services
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Q. Employment Readiness Demonstration Project (ERDP)

Effective with the December 1999 quarter, the direct cost PINs for PC 635 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the Employment Readiness Demonstration Project. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been established for PC 635:

New PINs

635003	Transportation (Assistance) costs for unemployed eligible participants.
635097	Transportation (Non-Assistance) costs for employed eligible participants.
635028	Work Activities/Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
635029	Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other supports provided as a nonrecurring, short-term benefit.
635031	Contracted (Assistance) Services
636032	Contracted (Non-assistance) Services

R. Two-Parent Families Program

Please refer to CFL No. 99/00-29 and 99/00-37 for fiscal instructions regarding the State-Only Two-Parent Families Program. The Program Code Descriptions

(PCDs) for the 12/99 quarter have been updated accordingly. The sharing ratio for this program is 0/100/00/0 (Federal/State/Health/County). The following direct cost PINs have been established for PC 065:

New PINs

065014 Medical Exams
065068 Direct Costs
065080 Evaluation
065088 – 94 Support Operating Direct Charge Costs

Effective with the December 1999 quarter, the Direct to Program Support Staff Code B44 has been established to capture costs for PC 066, Two

Parent Families State-Only CalWORKs Case Management Non-Administration.

S. Two-Parent Families Case Management

Effective with the December 1999 quarter, the following PINs have been established for PC 066 – Two-Parent Families Case Management:

066088 – 94 Support Operating Direct Charge Costs.

III. CHILD CARE FUNCTION

A. Two-Parent Families (Stage One-Child Care)

Effective with the December 1999 quarter, the direct cost PINs for PC 036 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the State Only Two-Parent Families and Two-Parent Families who are employed less than 55 hours per week, Stage One-Child Care program. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 036:

036018 Child Care Services, Payments (Assistance) for unemployed eligible participants.
036082 Child Care Services, Payments (Non-Assistance) for employed eligible participants.
036031 Contracted (Assistance) Services.
036032 Contracted (Non-assistance) Services.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

036088 – 94 Support Operating Direct Charge Costs.

B. Stage One Child Care

Effective with the December 1999 quarter, the direct cost PINs for PC 453 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the Stage One Child Care program. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 453:

- 453018 Child Care Services, Payments (Assistance) for unemployed eligible participants.
- 453082 Child Care Services, Payments (Non-Assistance) for employed eligible participants.
- 453031 Contracted (Assistance) Services.
- 453032 Contracted (Non-assistance) Services.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

453088 – 94 Support Operating Direct Charge Costs.

C. Former Recipients in Stage One

Effective with the December 1999 quarter, the direct cost PINs for PC 900 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the Former Recipients in Stage One. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 900:

- 900082 Child Care Services, Payments (Non-Assistance) for employed eligible participants.
- 900032 Contracted (Non-assistance) Services.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

900088 – 94 Support Operating Direct Charge Costs.

D. State Only Cal-Learn Child Care

Effective with the December 1999 quarter, the direct cost PINs for PC 811 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the State Only Cal-Learn Child Care

program. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 811:

- 811018 Child Care Services, Payments (Assistance) for unemployed eligible participants.
- 811082 Child Care Services, Payments (Non-Assistance) for employed eligible participants.
- 811031 Contracted (Assistance) Services.
- 811032 Contracted (Non-Assistance) Services.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

811088 – 94 Support Operating Direct Charge Costs.

E. Cal-Learn Child Care

Effective with the December 1999 quarter, the direct cost PINs for PC 909 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the Cal-Learn program. The sharing ratio for this program is 100/0/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 909:

- 909018 Child Care Services, Payments (Assistance) for unemployed eligible participants.
- 909082 Child Care Services, Payments (Non-Assistance) for employed eligible participants.
- 909031 Contracted (Assistance) Service.
- 909032 Contracted (Non-assistance) Services.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

909088 – 94 Support Operating Direct Charge Costs.

F. Nonfederal Cal-Learn Child Care

Effective in the December quarter, the direct cost PINs for PC 912 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the Nonfederal Cal-Learn Child Care program. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 912:

- 912018 Child Care Services, Payments (Assistance) for unemployed eligible participants.
- 912082 Child Care Services, Payments (Non-Assistance) for employed eligible participants.
- 912031 Contracted (Assistance) Services.
- 912032 Contracted (Non-assistance) Services.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

912088 – 94 Support Operating Direct Charge Costs.

G. Nonfederal Child Care

Effective with the December 1999 quarter, the direct cost PINs for PC 903 will capture costs based on the final TANF regulations and new reporting requirements for costs associated with the Nonfederal Child Care program. The sharing ratio for this program is 0/100/0/0 (Federal/State/Health/County). The following direct cost PINs have been renamed or established for PC 903:

- 903018 Child Care Services, Payments (Assistance) for unemployed eligible participants.
- 903082 Child Care Services, Payments (Non-Assistance) for employed eligible participants.
- 903031 Contracted (Assistance) Services.
- 903032 Contracted (Non-assistance) Services.

Existing PINs:

The following Direct Charge PINs are available to be used with the above PC.

903088 – 94 Support Operating Direct Charge Costs .

V. OTHER PUBLIC WELFARE PROGRAMS

With the issuance of the final TANF regulation and the new definition of the word “assistance”, the Other Public Assistance function has been renamed “Other Public Welfare Program”. This change was made to avoid any connection between the programs in this function and the TANF regulations associated with the term “assistance”. The March 2000 quarter PCDs has been revised to reflect the new title.

A. TANF Fiscal Incentives

Effective with the December 1999 quarter, the following TANF Fiscal Incentives Programs have been established to capture expenditures that directly lead to (or can be expected to lead to) the accomplishment of one of the four purposes of the TANF Program.

Program 095, TANF Fiscal Incentives-Programs That Provide Assistance to Needy Families-Administration, has been established to capture

expenditures to needy families so that children may be cared for in their own homes or in the homes of relatives. This program does not cover children living with non-relatives.

New PINs

- 095003 Transportation (Assistance) costs for unemployed eligible participants.
- 095097 Transportation (Non-Assistance) costs for employed eligible participants.
- 095016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 095028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 095029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 095034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 095098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.
- 095031 Contracted (Assistance) Services.
- 095032 Contracted (Non Assistance) Services.
- 095068 Direct Cost (Assistance).
- 095096 Direct Cost (Non-Assistance).
- 095088 - 94 Support Operating Direct Charge Costs.

Program 091, TANF Fiscal Incentives-Programs That Provide Assistance to Needy Families-Non-Administration, has been established to capture

expenditures to needy families so that children may be cared for in their own homes or in the homes of relatives. This program does not cover children living with non-relatives.

New PINs

- 091003 Transportation (Assistance) costs for unemployed eligible participants.
- 091097 Transportation (Non-Assistance) costs for employed eligible participants.
- 091016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 091028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 091029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 091034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 091098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.
- 091031 Contracted (Assistance) Services.
- 091032 Contracted (Non-Assistance) Services.
- 091068 Direct Cost (Assistance).
- 091096 Direct cost (Non-Assistance).
- 091088 – 94 Support Operating Direct Charge Costs.

Program 096, TANF Fiscal Incentives-Programs That End Dependence of Needy Parents-Administration, has been established to capture expenditures which end the dependence of needy parents on government benefits by promoting one of three objectives; job preparation, work and marriage.

New PINs

- 096003 Transportation (Assistance) costs for unemployed eligible participants.
- 096097 Transportation (Non-Assistance) costs for employed eligible participants.
- 096016 Ancillary-Education (Non-Assistance) costs related to educational

activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.

- 096028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 096029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 096034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 096098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.
- 096031 Contracted (Assistance) Services.
- 096032 Contracted (Non-Assistance) Services.
- 096068 Direct Cost (Assistance).
- 096096 Direct Cost (Non-Assistance).
- 096088 – 94 Support Operating Direct Charge Cost.

Program 092, TANF Fiscal Incentives-Programs That End Dependence of Needy Parents-Non-Administration, has been established to capture costs associated with the provision of services which end the dependence of needy parents on government benefits by promoting one of three objectives; job preparation, work and marriage.

New PINs

- 092003 Transportation (Assistance) costs for unemployed eligible participants.
- 092097 Transportation (Non-Assistance) costs for employed eligible participants.
- 092016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 092028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 092029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in

other work activities such as job search, community services, education, or training. Do not include

transportation, childcare or other supports provided as a nonrecurring, short-term benefit.

- 092034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 092098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.
- 092031 Contracted (Assistance) Services.
- 092032 Contracted (Non-Assistance) Services.
- 092068 Direct Cost (Assistance).
- 092096 Direct Cost (Non-Assistance).
- 092088 – 94 Support Operating Direct Charge Cost.

Program 097, TANF Fiscal Incentives-Programs That Prevent or Reduce Out-of-Wedlock Pregnancies-Administration, has been established to capture expenditures which prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reduce the incidence of these pregnancies. This purpose is not limited to needy families or individuals.

New PINs

- 097003 Transportation (Assistance) costs for unemployed eligible participants.
- 097097 Transportation (Non-Assistance) costs for employed eligible participants.
- 097016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 097028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 097029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 097034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 097098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages,

benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.

- 097031 Contracted (Assistance) Services.
- 097032 Contracted (Non-Assistance) Services.
- 097068 Direct Cost (Assistance).
- 097096 Direct Costs (Non-Assistance).
- 097088 – 94 Support Operating Direct Charge Cost.

Program 093, TANF Fiscal Incentives-Programs That Prevent or Reduce Out-of-Wedlock Pregnancies-Non-Administration, has been established to capture expenditures which prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reduce the incidence of these pregnancies. This purpose is not limited to needy families or individuals.

New PINs

- 093003 Transportation (Assistance) costs for unemployed eligible participants.
- 093097 Transportation (Non-Assistance) costs for employed eligible participants.
- 093016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 093028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 093029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 093034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 093098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.
- 093031 Contracted (Assistance) Services.
- 093032 Contracted (Non-Assistance) Services.
- 093068 Direct Cost (Assistance).
- 093096 Direct Cost (Non-Assistance).

093088- 94 Support Operating Direct Charge Cost.

Program 094, TANF Fiscal Incentives-Programs That Encourage the Formation and Maintenance of Two-Parent Families-Administration, has been established to capture expenditures which encourage the formation and maintenance of two-parent families. This purpose is not limited to needy families or individuals.

New PINs

- 094003 Transportation (Assistance) costs for unemployed eligible participants.
- 094097 Transportation (Non-Assistance) costs for employed eligible participants.
- 094016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 094028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 094029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 094034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 094098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.
- 094031 Contracted (Assistance) Services.
- 094032 Contracted (Non-Assistance) Services.
- 094068 Direct Cost (Assistance).
- 094096 Direct Cost (Non-Assistance).
- 094088 – 94 Support Operating Direct Charge Cost.

Program 090, TANF Fiscal Incentives-Programs That Encourage the Formation and Maintenance of Two-Parent Families-Non-Administration, has been established to capture expenditures which encourage the

formation and maintenance of two-parent families. This purpose is not limited to needy families or individuals.

New PINs

- 090003 Transportation (Assistance) costs for unemployed eligible

- participants.
- 090097 Transportation (Non-Assistance) costs for employed eligible participants.
- 090016 Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
- 090028 Work Activities/ Expenses (Non-Assistance) costs for work-related expenses such as costs for work clothes and equipment for employed eligible participants.
- 090029 Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, childcare or other supports provided as a nonrecurring, short-term benefit.
- 090034 Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
- 090098 Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.
- 900031 Contracted (Assistance) Services.
- 090032 Contracted (Non-Assistance) Services.
- 090068 Direct Cost (Assistance).
- 090096 Direct Cost (Non-Assistance).
- 090088 – 94 Support Operating Direct Charge Cost.

B. Instruction for Reporting Fiscal Incentive Expenditures

Final TANF regulations that became effective October 1, 1999 imposed new federal reporting requirements. The categories are now include child care, other supportive services, work subsidies, education work activities/expenses, transportation, job access, diversion payments, prevention of out-of-wedlock pregnancies, and two-parent families maintenance and formation. These regulations also require expenditures to be categorized by assistance and non-assistance. Effective with the December 1999 quarter, the Incentive Funds Expenditure addendum

report has been revised to capture costs in the appropriate category. Counties are reminded that Fiscal Incentive expenditures are no longer reported as extraneous; all expenditures must be reported under existing and new Program Codes. Both State and Federal Incentive expenditures will continue to be reported on the addendum page.

VII. GENERAL

A. Annual County Training Plan Reminder

As you are aware, reimbursement of CWD staff development expenditures is subject to each county's submission of an Annual Training Plan. This is a reminder that as soon as CWDs receive notification from the CDSS Training Bureau regarding plan submission they should comply as quickly as possible. Failure to meet the indicated submission deadline may result in non-reimbursement of staff development expenditures for the State Fiscal Year.

B. CEC SUBMISSION INSTRUCTIONS

Counties were informed in CFL 98/99-79, dated June 23, 1999, that effective with the June quarter claim, hard copy versions of CECs with the exception of the 325.5 (Expenditure Certification for the CWD County Expense Claim) were not required to be submitted. Counties were told they must continue to submit the original, completed DFA 325.5, but could send them in with the county's automated copy (via floppy disk) of their completed CECs. Effective with the September 1999 quarter claim, counties may also send in their automated copy with the exception of the DFA 325.5 via e-mail. Please contact the Fiscal Systems and Accounting Branch, County Systems Unit, M.S. 13-72 for e-mail submission details. The email address is csystems@dss.ca.gov.

If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

***Original Document Signed By
George E. Peacher, Jr., on 12/20/99***

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

c: CWDA

INCENTIVE FUNDS EXPENDITURE**County Expense Claim Addendum**

EXPENDITURE CATEGORY - ASSISTANCE	PERFORMANCE INCENTIVE		FRAUD INCENTIVE
	TANF	STATE GENERAL FUND	
1. CASH BASED ASSISTANCE	\$	\$	\$
2. CHILD CARE	\$	\$	\$
3. OTHER SUPPORTIVE SERVICES	\$	\$	\$
4. ASSISTANCE AUTHORIZED SOLELY UNDER PRIOR LAW	\$	\$	\$
EXPENDITURE CATEGORY - NON-ASSISTANCE	PERFORMANCE INCENTIVE		FRAUD INCENTIVE
	TANF	STATE GENERAL FUND	
1. WORK SUBSIDIES	\$	\$	\$
2. EDUCATION	\$	\$	\$
3. WORK ACTIVITIES/EXPENSES	\$	\$	\$
4. CHILD CARE	\$	\$	\$
5. TRANSPORTATION	\$	\$	\$
6. JOB ACCESS	\$	\$	\$
7. DIVERSION PAYMENTS	\$	\$	\$
8. PREVENTION OF OUT-OF-WEDLOCK PREGNANCIES	\$	\$	\$
9. 2-PARENT FAMILY FORMATION AND MAINTENANCE	\$	\$	\$
10. ADMINISTRATION	\$	\$	\$
11. INFORMATION SYSTEMS & TECHNOLOGY	\$	\$	\$
12. TRANSITIONAL SERVICES: FOR EMPLOYED	\$	\$	\$
13. TOTAL EXPENDITURES	\$	\$	\$

INSTRUCTIONS FOR INCENTIVE FUNDS EXPENDITURE FORM

County Expense Claim Addendum

Submit this form with the County Expense Claim (CEC) quarterly.

for federal reporting purposes counties must identify their incentive expenditures reported on the CEC to the appropriate category on the Incentive Funds Expenditure form. Definitions of the Expenditure Categories follow:

ASSISTANCE

Line 1. Cash and Work Based Assistance

Includes eligible cash assistance payments associated with CalWORKs and educational stipends.

Line 2. Child Care - Assistance

Includes eligible child care expenditures including those costs associated with efforts to secure and pay for child care slots for unemployed eligible participants.

Line 3. Other Supportive Services - Assistance

includes eligible employment services and welfare-to-work costs, excluding "administration" (Line 10) and child care (Line 2). Costs include work-related training and employment services, including related supportive services for unemployed eligible participants.

Line 4. Assistance Authorized Solely Under Prior Law

Includes previously authorized activities based on an approved title IV-A or IV-F plan. Examples of such activities include certain State child welfare and foster care activities that were included in the States' approved plan.

NON-ASSISTANCE

Line 1. Work Subsidies - Non-Assistance

Includes payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

Line 2. Education - Non-Assistance

Includes costs related to educational activities that are directly related to employment; vocational education training; and post-secondary education. Also, includes secondary education (including alternative programs); adult education, GED, and ESL classes.

Line 3. Work Activities - Non-Assistance

Expenditures reported in this category are for work activities that have not been reported as education or work subsidies. Includes staff cost related to providing work experience and community service activities, on-the-job training, job search and job readiness, job skills training, and training provided as vocational education training. Includes other work-related expenses such as costs for work clothes and equipment. Also, include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

Line 4. Child Care - Non-Assistance

Includes eligible child care expenditures including those costs associated with efforts to secure and pay for child care slots for employed eligible participants.

Line 5. Transportation - Non-Assistance

Includes the value of transportation benefits (such as allowances, bus tokens, care payments, auto insurance reimbursement, and van services) provided to employed families (related either to their work or related job retention and advancement activities).

INSTRUCTIONS FOR INCENTIVE FUNDS EXPENDITURE FORM - Continued

County Expense Claim Addendum

- Line 6. Job Access - Non-Assistance**
Expenditures for the Department of Transportation Job Access program.
- Line 7. Diversion - Non-Assistance**
Expenditures on nonrecurring, short-term benefits to families in the form of cash payments, vouchers, or similar form of payment to deal with a specific crisis situation or episode of need and excluded from the definition of assistance on that basis.
- Line 8. Prevention of Out-of-Wedlock Pregnancies - Non-Assistance**
Includes activities that accomplish this purpose, which include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session.
- Line 9. Two Parent Family Formation and Maintenance - Non-Assistance**
Includes activities to encourage the formation and maintenance of two-part families, which includes parenting skills training, premarital and marriage counseling, and mediation services; job placement and training services for noncustodial parents; and initiatives to promote responsible fatherhood.
- Line 10. Administration**
Expenditures for Federal TANF funds whereby the 15% administrative cost cap apply. Includes all other eligible program costs, such as eligibility processes, fraud prevention and quality control. May include the appropriate administrative costs associated with contracts and subcontracts that do not meet the definition of program services, along with Information Systems costs which are used for eligibility determination.
- Line 11. Information Systems and Technology**
Includes electronic data processing (EDP) costs for systems development and maintenance associated with monitoring and tracking associated with eligible programs.
- Line 12. Transitional Services - For Employed - Non-Assistance**
Includes transitional services provided to former CalWORKs participants as they become employed and transition off of cash grant status. Such services include transportation, ancillary services, personal counseling, and substance abuse and/or mental health treatment, to the extent that such services are not medical in nature.